

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
POSITION DUTY STATEMENT**

PARF 46-9-022

CLASSIFICATION TITLE Career Executive Assignment A	OFFICE/BRANCH Program Delivery/Real Property/Right of Way Delivery Section	
WORKING TITLE Deputy Director of Real Property	POSITION NUMBER 311-001-7500-014	EFFECTIVE 10/26/18

GENERAL STATEMENT:

Under the general direction of the Director of Real Property for the California High-Speed Rail Authority (Authority), the Deputy Director of Real Property manages and directs all statewide activities associated with the acquiring of all parcels necessary to support the high-speed rail project including right of way (ROW), airspace rights and other property rights. The incumbent is responsible for all activities associated with implementing the approved Real Property Acquisition Plans for each design build contract and administering the implementation of goals and standards for carrying out property acquisitions in a consistent manner and in coordination with other agencies, consultants and other entities as appropriate. As the staff assistant for the Director of Real Property, the Deputy Director of Real Property determines needs and develops new or updates program policies, directions or legislation.

The overarching principle for ROW is to expeditiously obtain property rights in a compliant, fiscally sound and publicly acceptable manner through purchase, lease or other legal instruments, including eminent domain when necessary, that support the objectives for development and operation of the high-speed rail system.

All tasks will be accomplished by developing and managing processes for procedures, policies and reports; the administration, implementation, and oversight of multiple consultant contracts needed to deliver all parcels and property rights needed for construction; the utilization of various methods to ensure timely delivery of right of way parcels in accordance with all applicable federal, state and local laws, regulations, statutes, standards and policies that govern real estate acquisition and land use.

Responsibilities include, but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)	Marginal (M)

30% (E)	Organizes and directs staff and consultants to ensure the following functions are properly implemented and compliant with applicable laws and regulations: consultant contract budget development and execution, consultant scope development, surveys, utilities, permits to enter, cost estimates, appraisals, fair market determinations, offers of just compensation, negotiations, acquisition, relocation assistance, title and escrow functions, demolition, property management, third party coordination, government agency coordination, airspace leasing, excess lands disposition, and condemnation coordination.
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In conjunction with other Authority managers and other State agencies, monitors and evaluates the performance of all consultant activities that are engaged in support of ROW.

- 25% (E) Responsible for the planning, organization and direction of all ROW delivery activities. Develops program direction and exercises problem solving methods in the best interest of the Authority and in conformance with real estate and land title laws.
- Manages the organization of and leads settlement teams to work with property owners to identify what issues remain that prevent them from settling and then working with the owners and other Authority units to resolve them to achieve delivery of those parcels.
- 20% (E) Develops policies that implement and deliver parcels as identified in the Real Property Acquisition Plans for each design build contract that outlines parcel groups and contractual delivery dates and key assumptions for the delivery of said parcel groups. Responsible for management and monitoring of said delivery and development of action plans to accelerate delivery as needed or contingency plans to mitigate delays.
- Oversees the delivery function and provides input to the Director of Real Property on adjustments to policy direction or resources that may be needed to meet the delivery schedule. It's essential that this input is timely and in advance of the need to ensure the necessary adjustments can be implemented and preserve the delivery schedule.
- 15% (E) Ensures that property appraisal policies and procedures including the acquisition are in place and that all associated staff are trained such that risk to the Authority is contained within acceptable levels.
- 10% (E) Reports project progress status to the Director of Real Property on a routine basis identifying at a minimum the following: actual and planned progress of significant ROW activities, planned major events in the next reporting period, significant risks and issues along with current and planned actions, pending litigation, and recommendations for executive action. Acts as the Authority's property representative at public and private meetings and hearings.
- 5% (E) Coordinates with other departments, agencies and consultants to obtain necessary support services for ROW delivery including accounting and disbursement, legal service, procurement, real estate, administration and other necessary services.

SUPERVISION EXERCISED OVER OTHERS:

Incumbent will supervise the Real Property Branch staff at the levels of Principal ROW Agent, Supervising ROW Agent, Senior ROW Agent, Associate ROW Agent, Senior Land Surveyor, Supervising Transportation Engineer and other support staff.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The organization and function of the California State Government, including the organization and practices of the Legislature and the Executive Office.
- Policy formulation, organization and management, transportation and public financing.
- Project budgeting and financing, government budgeting and accounting and innovation in financing and procurement strategies in regards to public-private partnerships.
- The principles, practices and trends of public administration, organization and management, including, strategic business planning, program development, budgeting and sound control of fiscal resources.
- The use of management information systems and project management and evaluation tools.

- Principles and techniques of quality management, performance, improvement, team building and customer service.
- Principles and practices of employee supervision, development and training, personnel management, the manager's role in labor relations, equal opportunity policies, health, workplace diversity including the processes available to meet these objectives and requirements.
- The formal and informal aspects of the legislative process, the mission, purpose, vision, goals and objectives of the Authority.
- Laws, rules and policies of the state and federal government relating to real estate acquisitions, eminent domain, and financial functions and requirements.

Ability to:

- Plan, direct and coordinate the work of a multi-disciplinary staff and consultants.
- Develop and utilize all available resources to meet program goals and objectives.
- Represent the Authority at public hearings and during official proceedings.
- Reason logically and utilize a variety of creative techniques to resolve complex governmental and managerial problems.
- Effectively communicate with a wide range of individuals, management, employees, stakeholders, public organizations, other state agencies and elected officials.
- Make sensitive and diplomatic decisions consistent with State policy.
- Utilize broad administrative skills and abilities to creatively and effectively manage changes to complex systems and processes.
- Perform effectively under rigid time constraints and pressure.
- Develop and establish cooperative relationships with representatives of all levels of federal, state and local government, the public and the private sector.
- Analyze complex problems and recommend effective courses of action.
- Develop innovative financing and procurement strategies.
- Establish and maintain project priorities.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Consult with and advise engineers and other interested parties on a wide variety of subject matter areas.
- Initiate and recommend changes that provide innovative solutions to meet customer needs.
- Review and edit written reports, data and materials.

Desirable Qualifications:

- Thorough knowledge and demonstrated abilities in leading and managing large and complex transportation right of way and other similarly challenging property acquisitions.
- Demonstrate a broad knowledge of budget processes, real estate negotiation and appraisal work.
- An aptitude for real estate negotiation and appraisal work.
- Thorough knowledge of relevant laws, regulations and policies of federal, state and local agencies, as well as federal and state legislation pertaining to the above duties.
- Effective and persuasive communicator, both orally and in writing, to all levels of officials and the public including property owners for acquisition of rights of way and purchasers of State owned real and personal property.
- Excellent analytical and problem solving skills along with the demonstrated ability for achieving positive results.
- Personal characteristics that include a commitment to teamwork and a collaborative attitude.
- Principles, procedures and organization required in the management of a government entity involved in the acquisition of real property for a transportation project.
- Excellent management skills to direct an experienced professional staff.

- Ability to assimilate technical data, legal issues, risk parameters and human sensitivities, exercise sound judgment in evaluating alternative courses of action and recommending the preferred direction in the best interests of the Authority.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Incumbent is responsible for directing the acquisition of property rights over the 800-mile route for the high-speed rail system involving thousands of complex industrial, residential, commercial and railroad properties. Acquisition must be done compliant with many laws and regulations while working in an emotional and politically charged environment. Errors in judgment, inappropriate decisions, poor leadership or the establishment of ineffective ROW policies could result in extensive project delays, escalated project costs, loss of funding, extensive litigation against the state and serious loss of goodwill and credibility with the public. These actions may also have a significant impact on the internal and external operations of the Authority and compromise project performance.

PUBLIC AND INTERNAL CONTACTS:

Reporting to Director of Real Property, the Deputy Director of Real Property has contact with the Authority's Board of Directors, the Chief Executive Officer, administration and legislative staff, members of special interest groups and the media. The incumbent also meets and confers with other members of the Authority's executive staff, staff of the Department of Transportation (Caltrans), federal and state resources agency staff, regional and local elected officials, transportation planning staff and the Office of the Attorney General staff. The incumbent is a member of the management team and will participate in the decision making process. This includes recommendation, formulation and implementation of new policy and/or the revision of existing policy.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

Incumbent may be required to travel to any location associated with the Authority and stakeholder locations for meetings, consultations with property owners, or other property related purposes.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Signature

Date